United Nations ST/IC/2006/15

Secretariat

15 May 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examination for French Language Coordinator**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-2 level and below who wish to take the competitive examination for French Language Coordinator in 2006, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. The post of French Language Coordinator is classified at the P-2 level and is in the Learning Service of the Office of Human Resources Management in New York.

2. A competitive examination for the post of French Language Coordinator will be held on **5 September 2006** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination.

3. The purpose of this examination is to fill a vacancy for a French Language Coordinator, effective 1 March 2007, and to establish a roster from which future vacancies for the post of French Language Coordinator will be filled.

4. The examination is open to staff members of the Secretariat at the P-2 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards.

5. The French Language Coordinator is responsible for organizing and administering courses in French language and communications skills for United Nations staff, as well as staff from other United Nations organizations and staff in the permanent missions to the United Nations. Acting as the leader of a cohesive and effective team, the French Language Coordinator supervises the French language teachers and counsels learners; sets programme objectives on the basis of the staff members' needs; prepares charts and statistics on the evolution of the

* Expiration date of the present information circular: 31 December 2006.

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programmes and learners' test results; oversees the design of courses and workshops; ensures that appropriate methodologies are used; initiates, organizes and supervises the work of teachers assigned to special pedagogical projects, including the use of computer-assisted language learning; and provides teacher training. He/she prepares teaching and examination schedules; prepares, administers and supervises language examinations and tests, including the French Language Proficiency Examination, for which he/she is fully responsible; and carries out other staff development activities when requested. Finally, he/she works closely with the other language coordinators on joint projects of development of the United Nations Language and Communications Programme. He/she communicates with those responsible for French language courses and teachers at offices away from Headquarters and assists them if needed.

6. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Hold an advanced university degree in French language teaching methodology, second language acquisition, linguistics, applied linguistics or a related field. Degrees with special emphasis on the theory and practice of teaching French as a foreign language to adult learners are desirable;

(c) Have at least five years' recent experience in French language teaching, programme development and management, testing and teacher training and supervision;

(d) Have recent experience in curriculum development of French language courses for adults (college/university students or adults in a work-related setting); in language examination design; in the development of writing and communication skills courses that respond to the specific needs of participants; and in teaching such courses or supervising those teaching them, preferably in a working or/and an international environment;

(e) Have experience using multimedia and video material applied to language learning as well as computer-assisted language learning technology;

(f) Possess good knowledge of word-processing and database applications;

(g) Have a satisfactory record of performance attested by their latest performance appraisal.

7. Knowledge of English is requested. Knowledge of additional official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of United Nations official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language and Communications Programme in any of the languages claimed must have passed the United Nations Language Proficiency Examination in that language. Candidates who have not attended United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose,

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

staff members should provide a clear explanation in their Personal History Profile (PHP) or P.11 form of how they acquired their knowledge of the languages claimed.

8. The Board of Examiners will review all applications. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified candidates, to be determined on the basis of a review of qualifications that are over and above the minimum criteria set out in paragraph 6 above. Candidates who are invited to take the examination will be notified in writing by the Board. **The Board's decisions are final.**

9. The written examination, which is four hours in duration, will consist of essay questions in one or more of the following areas:

- Knowledge of the French language
- Teaching French as a foreign language
- Language teaching methodology
- Needs analysis and curriculum design
- Teacher supervision and student counselling
- Language testing
- Computer-assisted language learning and use of multimedia
- Observation of classes and teacher training.

The use of a dictionary or any other reference material will not be permitted during the examination.

10. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will include an assessment of the candidates' personal qualities, professional experience, ability to apply language learning theories and concepts on the job, knowledge of the United Nations and ability to work as a member of a team.

11. The Organization will reimburse the candidates' travel expenses to and from the place of the second part of the examination. Travel and accommodation expenses related to the first part of the examination will not be reimbursed.

12. On the basis of the overall results of the examination (written and oral), the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their inclusion in the roster. The Board's recommendations are not subject to appeal. The Board does not release individual results.

13. A successful candidate selected to fill the vacancy will be assigned as French Language Coordinator for a trial period of two years, during which the parent department or office will block the post of the staff member. A staff member below the P-2 level will be granted special post allowance to the P-2 level as of the date of the commencement of the trial period.

14. A staff member who completes the trial period successfully and is recommended by the Office of Human Resources Management will be confirmed in

his/her functions of coordinator at the P-2 level. An internal staff member who does not complete the trial period successfully will be reassigned to his/her prior post in his/her parent department or office, and may be reassigned to another post at the same level in the parent department if the trial period has been extended beyond two years for a further trial period of one year. The special post allowance, if any, will be discontinued.

15. Staff members applying to take the examination should complete the attached form and submit it together with their PHP or P.11 form, **no later than 25 June 2006**, to:

2006 competitive examination for French Language Coordinator
Examinations and Tests Section
Division for Organizational Development
Office for Human Resources Management
Room S-2560 N
United Nations Secretariat
New York, NY 10017
U.S.A.
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. Applicants are strongly encouraged to submit their application early. Applications may be sent by e-mail, fax or mail. **Incomplete applications will not be considered**.

16. In order to ensure the receipt of all applications, staff members in field offices are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **25 June 2006**, the deadline for receipt of applications in the Examinations and Tests Section.

Application

2006 Competitive Examination for French Language Coordinator

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your mother tongue and main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or Personal History Profile (PHP) form and attach it to the present application form. Applications submitted without a P.11 or PHP form or without the information requested in the present form will not be considered.

[a] Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

A. Describe your experience in the use of multimedia, video and computer for French language programme development and teaching and your experience in language testing and programme management. Also indicate software you are using and specify whether you have experience in creating web pages for language learning (one page maximum).

B. Knowledge of other languages[b]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2006/15 and I understand that if I am successful in the 2006 competitive examination for French Language Coordinator and am recommended for inclusion in the roster, my assignment as a French Language Coordinator will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 14 of that circular.

Date _____ Signature _____

[b] Candidates claiming knowledge of official languages of the United Nations must submit relevant documentation to substantiate their claims.

United Nations ST/IC/2006/16

Secretariat

16 May 2006

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 27 May 2006: "Day of Families" stamps and souvenir cards**

Commemorative stamps

1. On Saturday, 27 May 2006, the United Nations Postal Administration (UNPA) will issue six commemorative stamps and a souvenir card on the theme "Day of Families". The stamp issue coincides with the Washington 2006 World Philatelic Exhibition, which is being held from 27 May to 3 June in Washington, D.C. The stamps were designed by Shelly Bartek (United States of America).

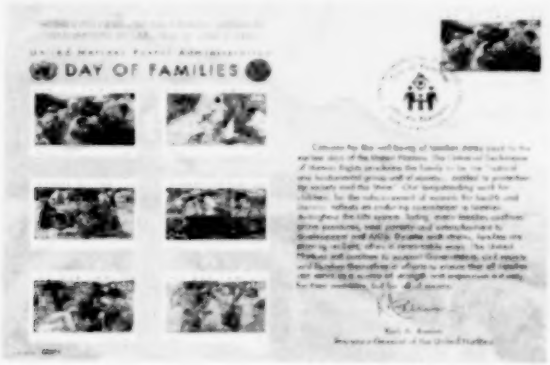
2. The stamps will be issued in denominations of $0.39, $0.84, F.s. 1.00, F.s. 1.30, €0.55 and €1.25 (United States equivalents: F.s. 1.00: $0.76; F.s. 1.30: $0.99; €0.55: $0.65 and €1.25: $1.47, subject to exchange rate fluctuation).

* Expiration date of the present information circular: 30 June 2006.

06-35036 (E) 180506

Souvenir cards

3. A souvenir card on the theme "Day of Families" will be issued on 27 May 2006 as well. The card depicts the new stamps and carries a statement by the Secretary-General. The souvenir card will be available in mint condition as well as four cancelled varieties. Each cancelled card will be affixed with a stamp from the respective UNPA office in New York, Washington, D.C., Geneva or Vienna and cancelled appropriately.



4. UNPA will be issuing special limited-edition souvenir cards with gold-foil over-print to commemorate the Washington 2006 stamp exhibition. Due to the stamps' release at the World Philatelic Exhibition, a special first-day hand cancellation for the Day of Families will be available.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Washington, D.C., Geneva and Vienna first-day covers on the UNPA official first-day cachets only. Members of delegations and the staff can obtain these items on Tuesday, 30 May, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.;

(b) The temporary sales counter on the east side of the Secretariat lobby between the cafeteria and the news-stand in front of the windows from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2006/17

Secretariat

17 May 2006

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations children**

1. The after-school recreation and study programme is open to 5- to 11-year-old children whose parents work at the United Nations, delegations, consulates or specialized agencies of the United Nations system. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework, under the supervision of qualified staff.

2. Begun over 36 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $850 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $45,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The fall 2006 semester will run from Monday to Friday, beginning **Tuesday, 5 September 2006, from 3.15 p.m. to 6.15 p.m.** (5.45 p.m. after the General Assembly period). The spring 2007 semester will commence on **29 January 2007**. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made by parents on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form with cheque and return it **no later than Friday, 11 August 2006**, to room S-2938. **After that date there will be a late fee of $50 per child**.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their

* Expiration date of the present information circular: 31 December 2006.

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children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3 8730.

7. *Note premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

Application for the after-school recreation and study programme for United Nations children

Fall semester 2006

Renewal ☐

New application ☐

Instructions: Please answer all questions. Write **none** when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in after-school recreation and study programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____ E-mail _____

Home address _____ Tel. _____ E-mail _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____ E-mail _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____ E-mail _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

E-Mail _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $850 for each child per semester, which represents only part of the actual cost per child incurred by the programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $45,000.

How many persons does your family salary provide for? _____

Is your net family income* above $45,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the programme is discontinued. **There will be a late fee of $50 after 11 August 2006**.

The hours are from 3.15 p.m. to 6.15 p.m. during the General Assembly period. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest by 6.15 p.m. (5.45 p.m. after the General Assembly period). Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.

United Nations ST/IC/2006/18

Secretariat

22 May 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examinations for Spanish-language editors and translators/précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take one or both of the following competitive examinations in 2006, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998:

(a) Competitive examination for Spanish-language editors;

(b) Competitive examination for Spanish-language translators/précis-writers.

2. The competitive examinations for Spanish-language editors and translators/précis-writers will be held on **2 and 3 October 2006**, respectively, in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of these examinations is to establish rosters from which present and future vacancies for Spanish-language editors and translators/précis-writers will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful in one or both of the examinations, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in one or both of the rosters will be assigned to fill vacancies for Spanish-language posts as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and

* Expiration date of the present information circular: 31 December 2006.

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Santiago. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in one or both of the examinations and are selected to fill vacancies will be subject to the conditions set out in paragraphs 13 to 17 below.

4. Staff members of the Secretariat applying for one or both of the examinations must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, French or Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or Personal History form (PHP) of how they acquired their knowledge of the languages claimed;

(c) Hold a three-year degree or an equivalent qualification from a university or institution of equivalent status or hold a university degree from a recognized school of translation.

5. Candidates are expected to have a knowledge of word-processing programmes.

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, **23 June 2006**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. The requirement of a degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

8. All applicants should submit with their applications a one-page essay in Spanish, explaining why they wish to work as a translator or editor in the United Nations. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates may be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

9. The written editing examination, to be held on **2 October 2006**, will consist of four papers:

(a) Editing of a general text in Spanish (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into Spanish of one text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, French or Russian (one hour);

(c) Editing of a text in Spanish to bring it into line with a text edited in English (one hour and a half);

(d) Summary of a Spanish text (one hour).

10. The written translation and précis-writing examination, to be held on **3 October 2006**, will consist of three papers:

(a.1) Translation into Spanish of a general text in English and (a.2) translation into Spanish of 10 short sentences in English (three hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into Spanish of one text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, French or Russian (one hour and a half);

(c) Translation into Spanish of one English text, to be chosen by the candidate from a total of three specialized texts (economic, legal or scientific/technical) (one hour and a half).

11. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

12. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to an interview. Proof of degrees and certificates will be required from all candidates who are successful in the written part of the examination prior to the interview. The Board will interview each candidate to assess general knowledge, professional experience and knowledge of the United Nations and current events. Candidates may also be required to take some additional short tests at the time of the interview (including a computer skills test). The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

13. On the basis of the overall results of each examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the relevant roster. All

candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. Candidates appointed to a function who have been successful in more than one examination will be eligible to transfer at a later stage to a different function for which they have also passed the examination.

14. Staff members selected to fill vacancies will be assigned as Spanish-language editors or translators/précis-writers for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointments will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay mentioned in paragraph 8, no later than **30 June 2006**, to:

2006 competitive examinations for Spanish-language editors and translators/précis-writers
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail. Applications may be sent by fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **23 June 2006**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2006 competitive examinations for Spanish-language editors and translators/précis-writers

Index No.

Last name Category Level

First name Male Female

Date of entry on duty Month Year

Type of contract Expiration date

Department/office Duty station

Room No. Tel. extension Fax extension E-mail

Have you taken this examination before? Yes Year No

Have you taken another United Nations competitive examination? Yes Year No

If yes, which examination(s)?

What is your main language?[a]

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of editing and translation, if any. Also include any relevant computer software or programs used. Applications submitted without a P.11 or PHP form or without the one-page essay in Spanish mentioned in paragraph 8 will NOT be considered.

Please indicate the examination(s) for which you are applying. Your application will not be considered if this part of the application is not completed.

☐ (a) The competitive examination for Spanish-language editors

☐ (b) The competitive examination for Spanish-language translators/précis-writers

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2006/18 and I understand that if I am successful in one or both of the 2006 competitive examinations for Spanish-language editors and translators/précis-writers and recommended for inclusion in the roster(s), my assignment as a Spanish-language editor or translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 13 to 17 of that circular.

Date _____ Signature _____

Notes

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.